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Minutes, Arts and Sciences Executive Committee Meeting, Thursday, September 1, 2011

Arts and Sciences Executive Committee

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**Minutes
Executive Committee
September 1, 2011**

Members Present: Carol M. Bresnahan, Joan Davison, Gloria Cook, Joe Siry, Jill Jones, Jenny Queen, Dexter Boniface, Bob Smither, Alexandria Mozzicato.

The meeting was called to order at 12:30 PM.

Agenda

I. Approval of Minutes. The committee approved the minutes for the July 6 meeting.

II. Committee Business

- A. Academic Affairs Committee (AAC). Gloria Cook discusses the upcoming business of AAC. First, she recalls that, in anticipation of the Bush building renovation, the AAC committee approved a temporary waiver of the lab requirement for juniors and seniors in 2013 and 2014, and that this change was communicated to Rollins students. However, she notes, a separate communication to academic advisors created confusion because it stated that students were still required to take a lab class unless they successfully appealed for a waiver. Gloria fears this could lead to an avalanche of student appeals. Joan Davison states that there was a second email communication that clarified that the waiver was automatic for junior and seniors in 2013 and 2014; the appeal applies to other students affected by the renovation but not in these classes. Bob Smither concurs with Joan and states that we just need to remind people what the policy is. Gloria asks if the Dean of Faculty's office can handle this. Bob notes that advising is now in the Dean of College office so Laurie Joyner would be the appropriate person to contact. Jenny Queen asks whether or not Laurie Joyner should be on Executive Committee (EC) since issues like this are likely to come up in the future. Carol Bresnahan responds that Laurie should be involved on issues where her expertise is relevant (e.g., student life) though this does not necessitate adding her to the EC. Carol suggested inviting Laurie to the Student Life committee; Jenny Queen noted that she has been invited but seems to have a conflict. Gloria asks which office will send out a communication clarifying the lab policy. Bob notes that this issue is relevant to the College of Professional Studies (CPS) as well. Carol agrees to take care of the communication through the Provost's office with Carol and Jill jointly signing an email. Second, Gloria notes that the Curriculum Review Committee has prepared a preliminary report. Jill Jones notes that this committee has done a lot of work and states that there are important curricular issues that should be revisited this year, especially

the 140 credit hour requirement for graduation. Joan Davison recalls the history of how the 140 credit hour requirement came about, noting that the credit hour system was changed to emphasize credit hours rather than courses and thereby to justify a decrease in teaching load. Jenny Queen notes that counting Rollins classes as four hours and non-Rollins classes as three hours creates problems with transfer students. Joan Davison adds that this is true for non-Rollins study abroad programs as well. Gloria adds that the “Bright Futures” scholarship program is also affected by how Rollins counts credit hours. Carol asks Joan if she can clarify when and why Rollins adopted its current credit hour system. Joan replies that it was about 13 years ago when Charlie Edmondson was provost. Carol states that she would love to see this issue on the faculty agenda. She notes that there may be an assumption by professors that students are taking only four classes, but many take more. Therefore students and professors may have different expectations about how much rigor they can expect from a particular class. Another important issue is the number of classes needed to complete a major which can be high. Some majors requiring external accreditation need a specific number. Joan Davison notes that at Wooster College they count courses as courses not credits. Joe Siry notes that while some majors require a large number of classes, most now require 10-12, though there are exceptions. Third, Gloria states that AAC still needs a one-year representative from the Social Science Division. Joan Davison notes that there is a Social Science Division meeting on September 6 and that hopefully this issue will be resolved then.

- B. Student Life Committee (SLC). Jenny Queen discusses the upcoming business of SLC. The first meeting is scheduled for next Tuesday at 12:30pm at Warden. First on the agenda is the Code of Conduct. Jenny notes that there were changes in the Code of Conduct over the summer (including the amendment procedure), and that the new amendment procedure was used to make additional changes to the code. SLC is seeking clarification regarding how the code was amended. Second, Jenny announces that the Campus Center is scheduled to be renovated as part of a “mid-course correction” next summer. There will be a focus group to get faculty feedback about the renovation; Steve Neilson is spearheading this group.
- C. Finance & Service (F&S). Joe Siry discusses the upcoming business of F&S. The committee is having its first meeting next Tuesday at the same time as SLC. He notes that F&S still needs to replace two committee members who are unable to serve their terms. Joe states that healthcare will be first on the agenda because the sign up process for choosing health care plans comes relatively early in the year. He notes that the costs are going up and that this is a particular concern for low-income staff. Second, staff members have asked the committee to discuss the merit pay issue (as related to staff salaries). Third, the retention issue will also likely be on the F&S agenda. The

committee is seeking information about why students leave. Joe notes that it is still not clear why students are leaving, and if the cost of Rollins or lack of classes are responsible. He states that the Budget and Planning Committee is also discussing this issue. Bob Smither asks if the retention task force ever prepared a report. Nobody is aware of such a report. Jill Jones asks if there is anything left over from last year's F&S agenda? Joe replies that there is the *ad hoc* committee that continues to work on the fair trade and living wage issues at Rollins. He adds that F&S also needs to put someone on Steve Neilson's sustainability committee. Joan notes that there are still some committees, such as the Internationalization Committee, that have an unclear membership, specifically as regards the distribution between A&S and CPS faculty. Gloria recalls that there is some ambiguity with respect to the authority of the Internationalization Committee, particularly when it comes to issues that are typically under the purview of AAC, such as awarding course credits for international trips. Dexter Boniface suggests that in addition to these agenda items that salary issues should be on the agenda. Specifically he notes that last year's faculty raise was low and that it has been a long time since the faculty received any data on salary distributions. Furthermore the Phi Beta Kappa review indicates that there are gender inequities in Rollins' salary distribution. Joan notes that then Dean Laurie Joyner looked closely at the salary data several years ago in order to identify any cases of gender inequity (unrelated to merit pay). Her analysis identified several inequities. As a result, Laurie offered affected faculty the opportunity to make their case in terms of salary adjustments and made multiple and significant salary adjustments as a result. Laurie indicated that this process should occur every five years. Joan continues that the problem Laurie identified after this process was done was that there were still inequities in compensation not related to base salary. A report on this issue was supposed to be delivered to the faculty but it was never completed and Jim Eck left. Joan continues that, based on this, it was suggested that there should be a more transparent and competitive process for distributing non-salary benefits and positions at Rollins, in the same way that open job positions are advertised at Rollins. Joe Siry recalls that he asked President Duncan about the gender inequality issue last year and why it could not be more easily resolved. Joe continues that another issue to discuss is the need for cost of living adjustments to keep up with inflation. Furthermore, he seeks to understand what the impact of 3/2 programs are on the A&S budget. Jenny notes that this is an important issue if Rollins is going to add anymore three year programs in the future. Jill Jones adds that last year's across-the-board "merit" salary adjustment was not in accord with the merit pay system that the faculty approved. Carol notes that a well-known study at MIT found that gender inequities frequently affect issues other than just salary such as the amount of lab space, the number of research students assigned to a faculty member, workload etc. Joan adds that staff employees do not always know what the compensation system is and how it works. She adds that the staff are a diverse group of

people and we cannot assume they all want the same thing in terms of the salary system.

- D. Professional Standards Committee (PSC). Joan Davison discusses the upcoming business of PSC. First, she notes that last year PSC conducted administrative reviews of the President and Dean of Students. This year PSC planned to conduct surveys of the Provost and Dean of Faculty but this now makes less sense since both administrators are new. Second, she notes that PSC makes recommendations on grants such as FYRST etc. One issue that has arisen is that some grants include teaching excellence as a criterion but PSC has no access to professors' teaching evaluations. Third, another question to settle is whether or not PSC grant discussions should be open or closed. President Duncan believes in complete openness. However, Joan notes, this could create a tense situation if untenured faculty are placed in the position of evaluating the tenured members of their own department. Fourth, the committee will be looking into determining appropriate overload pay for field studies. Fifth, the committee will be looking into who owns on-line materials when faculty create and teach on-line classes. Sixth, the committee is considering whether there should be a grievance policy for victims of faculty bullying or un-collegial behavior. Carol comments that there is no protection against people being mean (unless the person being bullied is in a protected class and the bullying is linked to that fact). Seventh, the committee intends to look into compensation for teaching in Masters programs at Rollins. Finally, there are the bylaw amendments that were tabled at the end of last year. However, in light of other pressing concerns, Joan states that the committee will probably not revisit the bylaw amendments until the spring at the earliest.

IV. New Business

- A. Discussion of the Faculty Summit and survey. Jill Jones moves that we operate as a committee of the whole (motion passes). The meeting is adjourned at 2pm.